

28 March 1952

**List of Recommendations from the several Working Groups  
to the Career Service Committee  
on which final action should be taken**

**A. The Working Group on Employee Rating recommended:**

1. That there be no performance rating as such but that there be a single personnel evaluation system which will evaluate the potential of every employee
2. That the proposed Personnel Evaluation Report form be adopted
3. That procedures for the use of the Personnel Evaluation Report be prepared by the Office of Personnel
4. That the Office of Training in conjunction with the Office of Personnel prepare and carry out the necessary supervisory training program in order to make most effective use of the Personnel Evaluation Report form.

**B. The Working Group on Rotation recommended:**

5. That certain definitions and terminology be adopted to handle the rotation problem
6. That objectives of rotation contained in their report of 30 January be adopted
7. That the statement of principles concerning rotation contained in their report of 30 January be adopted
8. That the outline of procedures contained in their report of 30 January be adopted
9. That "Rotation Slots" be made available in order to permit the flexibility necessary to the rotation problem.

**C. The Working Group on Extension Training developed a body of doctrine and philosophy with respect to external training but did not make specific recommendations on which the Career Service Committee need take action.**

**D. The Working Group on Selection Criteria recommended:**

10. That the responsibilities and policies for the Career Service Program be centralized in a CIA Career Service Board composed of top-level officials of the Agency

SECURITY INFORMATION

11. That a Career Service Staff in the Office of Personnel support and act as Secretariat for the CIA Career Service Board
  12. That the mechanics of the operation of the Career Service Program should be decentralized to Career Service Boards in each Office or major component of CIA
  13. That continuing effort towards effective Agency personnel, management and training programs be made with respect to all personnel beginning with the day they enter the Agency
  14. That a Development Program be undertaken in which the career of each proven employee will be considered on a long-range, detailed basis and that the several Career Service Boards be primarily concerned with this program
  15. That there be minimum criteria for determining when a new employee is considered to have become proven by reason of his performance on the job
  16. That the Development Program locate, equip and produce the relatively small number of future key executives and administrators that will be needed as replacements for those who become unavailable.
- E. The Working Group on Career Benefits recommended:
17. That there should be extra pay for various types of hazardous duty
  18. That there should be an honor awards program distinct from an efficiency awards program
  19. That the overseas post classifications system be overhauled with respect to tour of duty and allowances that would be responsive to unhealthful conditions
  20. That health insurance along the lines of GEMA should be reviewed with the idea of making benefits more liberal for substantially the same premium
  21. That additional medical and health benefits be provided as soon as possible
  22. That legislation be prepared which would permit participants in the Development Program to receive benefits under the Compensation Act in accordance with the more liberal standards of eligibility authorized for the military systems, but that since the above may not be obtainable immediately, appropriate steps be taken to improve the coverage under the present system

SECURITY INFORMATION

23. That CIA support the proposed Department of Defense bill respecting continuance of pay and allowances for missing persons, this being a substitute for Senate Bill S.1820
24. That the provisions of the Compensation Act be extended to dependents of employees engaged in hazardous duty who are themselves exposed to hazard
25. That death gratuity of six months' base pay be paid to a dependent of a CIA employee in the event of death of the employee in line of duty, if death occurs as a result of overseas service
26. That there be a more liberal retirement system
27. That there be an appropriate and adequate leave system for all CIA employees overseas.

F. The Working Group on Personnel Development Program recommended:

28. That a procedure for the separation of inefficient personnel be adopted
29. That a form for application and certification for participation in the Development Program be adopted
30. That the composition and responsibilities of the CIA Career Service Board proposed by the Working Group on Selection Criteria (see numbers 10 and 12, above) be modified to cover all phases of the Career Service Program
31. That the Personnel Evaluation Report be put into immediate effect and revised, if necessary, after one year's experience had been gained and that no Agency-wide "rating" system be adopted until this experience was available.

G. The Working Group on Trainees recommended:

32. That there be set up a Professional Selection Panel who would pass on the overall qualifications of all new junior candidates, GS-5 through GS-11, for professional positions
33. That all new personnel, no matter what grade, be entered in the CIA Intelligence School for minimum training in intelligence procedures and background
34. That numerous other steps be taken to implement the two major recommendations above, numbers 32 and 33.